



**General Services Administration  
Federal Supply Service  
Authorized Federal Supply Schedule Price List**

*On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA-Advantage!<sup>TM</sup>, a menu-driven database system. The Internet address for GSA-Advantage!<sup>TM</sup> is: <http://www.gsaadvantage.gov>*

**The Professional Services Schedule (PSS)**

*For more information on ordering from Federal Supply Schedules click here: <http://www.gsa.gov/eligibilitytouse>*

**Vestige Consulting, LLC**

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Arlington, VA 22206**

**Phone: (202) 297-8673**

**Fax: (703) 920-1175**

**[www.vestigeconsultingllc.com](http://www.vestigeconsultingllc.com)**

**Contract Number: GS-00F-042GA**

**Contract Period: 11/15/2016 – 11/14/2021**

**Business Size: *Service Disabled Veteran-Owned Small Business***

**Prices shown herein are NET (discount deducted).**

**Pricelist current through Contract Award dated November 10, 2016**



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## GENERAL CONTRACT INFORMATION

1a. Table of Awarded Special Item Numbers (SINs):

Please refer to [page #4](#) or [GSA eLibrary](#) for detailed SIN descriptions

- 520-3 / RC, Due Diligence and Support Services
- 520-5 / RC, Loan Servicing and Asset Management
- 520-13 / RC, Complementary Financial Management Services
- 874-1 / RC, Integrated Consulting Services
- 874-7 / RC, Integrated Business Program Support Services

1b. Lowest Priced Model Number and Lowest Price:

Please refer to our rates on [page #12](#)

1c. Labor Category Descriptions:

Please refer to [page #8](#)

2. Maximum Order:

\$ 1,000,000.00 per SIN

3. Minimum Order:

\$ 100.00

4. Geographic Coverage:

Domestic and overseas delivery

5. Point of Production:

Arlington, VA

6. Discount from List Price:

All prices herein are net

7. Quantity Discounts:

Not applicable

8. Prompt Payment Terms:

Net 30 days

9a. Government Purchase Card *is* accepted at or below the micro-purchase threshold.

9b. Government Purchase Card *is not* accepted above the micro-purchase threshold.

10. Foreign Items:

None

11a. Time of Delivery:

As negotiated with ordering agency

11b. Expedited Delivery:

As negotiated with ordering agency

11c. Overnight and 2-Day Delivery:

As negotiated with ordering agency

11d. Urgent Requirement:

As negotiated with ordering agency

12. F.O.B. Point:

Destination

13a. Ordering Address:

Vestige Consulting, LLC  
Attn: GSA Orders  
3441 25th Court South  
Arlington, VA 22206

13b. For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPAs), are found in Federal Acquisition Regulation (FAR) 8.405-3.

14. Payment Address:

Vestige Consulting, LLC  
Attn: Accounts Receivable  
3441 25th Court South  
Arlington, VA 22206

15. Warranty Provision:

Not applicable

16. Export Packing Charges:

Not applicable

- |                                                                                                                                                                                                                                                                                                                   |                                                                                                 |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|
| 17. Terms and conditions of government purchase card acceptance (any thresholds above the micro-purchase level):                                                                                                                                                                                                  | Government purchase cards are not accepted for orders in excess of the micro-purchase threshold |
| 18. Terms and conditions of rental, maintenance, and repair:                                                                                                                                                                                                                                                      | Not applicable                                                                                  |
| 19. Terms and conditions of installation (if applicable):                                                                                                                                                                                                                                                         | Not applicable                                                                                  |
| 20. Terms and conditions of repair parts indicating date of parts, price lists and any discounts from list prices:                                                                                                                                                                                                | Not applicable                                                                                  |
| 20a. Terms and conditions for any other services (if applicable):                                                                                                                                                                                                                                                 | Not applicable                                                                                  |
| 21. List of service and distribution points (if applicable):                                                                                                                                                                                                                                                      | Not applicable                                                                                  |
| 22. List of participating dealers (if applicable):                                                                                                                                                                                                                                                                | Not applicable                                                                                  |
| 23. Preventative maintenance (if applicable)                                                                                                                                                                                                                                                                      | Not applicable                                                                                  |
| 24a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants.):                                                                                                                                                                                 | Not applicable                                                                                  |
| 24b. Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor's website or other location.) The EIT standards can be found at: <a href="http://www.Section508.gov/">www.Section508.gov/</a> | Not applicable                                                                                  |
| 25. Data Universal Number System (DUNS) Number:                                                                                                                                                                                                                                                                   | 078451169                                                                                       |
| 26. Vestige Consulting, LLC is registered in the System for Award Management (SAM).                                                                                                                                                                                                                               |                                                                                                 |

## **CONTRACT OVERVIEW**

GSA awarded Vestige Consulting, LLC a GSA Federal Supply Schedule contract under the Professional Services Schedule (PSS), contract number GS-00F-042GA. The base contract period runs from 11/15/2016 – 11/14/2021. GSA may exercise up to three additional 5-year option periods. The contract allows for the placement of Firm Fixed Price or Time and Materials task orders using the labor categories and ceiling rates defined in the contract.

## **CONTRACT ADMINISTRATOR**

Robert Schraven  
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## **MARKETING AND TECHNICAL POINT OF CONTACT**

Robert Schraven  
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## **BRIEF COMPANY OVERVIEW**

Vestige Consulting, LLC serves a range of clients spanning a number of U.S. federal agencies located both domestically and internationally, as well as across industries in frontier markets. We have partnered with our clients to solve their most difficult challenges ranging from strategy development, program management, and financial analytics. We provide differentiated service based on our depth of experience encompassing best practices across federal agencies, commercial industry, and academia and pride ourselves on providing our client's with distinctive solutions to the unique challenges they face.

- *Core Capabilities:* Strategic development; program management; data analytics; program planning, budget, and execution; audit readiness; continual process improvement; and international development.

## **CONTRACT USE**

This contract is available for use by all federal government agencies, as a source of professional services, for worldwide use. Executive agencies, other Federal agencies, mixed-ownership government corporations, and the District of Columbia; government contractors authorized in writing by a federal agency pursuant to 48 CFR 51.1; and other activities and organizations authorized by statute or regulation to use GSA as a source of supply may use this contract. Additionally, contractors are encouraged to accept orders received from activities within the Executive Branch of the federal government.

## **CONTRACT SCOPE**

The contractor shall provide all resources including personnel, management, supplies, services, materials, equipment, facilities and transportation necessary to provide a wide range of professional services as specified in each task order.

Services specified in a task order may be performed at the contractor's facilities or the ordering agencies' facilities. The government will determine the contractor's compensation by any of several different methods (to be specified at the task order level) e.g., a firm-fixed price for services with or without incentives, labor hours or time-and-material.

## **SPECIAL ITEM NUMBER (SIN) DESCRIPTIONS**

The Special Item Numbers (SINs) available under this contract provide services across the full life cycle of a project. When task orders are placed, they must identify the SIN or SINs under which the task is being executed. Vestige Consulting, LLC has been awarded the following SINs:

- 520-3 / 520-3RC, Due Diligence and Support Services
- 520-5 / 520-5RC, Loan Servicing and Asset Management
- 520-13 / 520-13RC, Complementary Financial Management Services
- 874-1 / 874-1RC, Integrated Consulting Services
- 874-7 / 874-7RC, Integrated Business Program Support Services

### *State & Local Purchasing Programs:*



- Disaster Recovery Purchasing Program (RC) Section 833 of the National Defense Authorization Act allows state and local governments to purchase products and services to facilitate recovery from a major disaster. This includes advance and pre-positioning in preparation for a disaster.
- Federal Grants During Public Health Emergencies Section 319 of Public Health and Services Act.

A full description of each SIN definition and examples of the types of work covered by the SIN is provided below.

**SIN 520-3, DUE DILIGENCE AND SUPPORT SERVICES** – Assist agencies in the confirmation and validation of specific elements of an agency's portfolio of assets. Collect and organize data from an agency's files or a third party source, create asset inventory database, provide support for asset sales (e.g., asset valuations, investor war room and asset packaging, and closings), develop quality / information controls.

**SIN 520-5, LOAN SERVICING AND ASSET MANAGEMENT** – Assist agencies in servicing, monitoring and maintaining loan assets which may include establishing loan database, remittance processing, verify and update borrower data, issue forms and correspondence, process loan cancellations and consolidations, billing services, credit bureau reporting, and transfer and discharge loans. Provide servicing of troubled loans which may include borrower negotiations, restructuring, foreclosure and supervision of the sale of the collateral and workout agreements.

**SIN 520-13, COMPLEMENTARY FINANCIAL MANAGEMENT SERVICES** – Assess and improve financial management systems, financial reporting and analysis, strategic financial planning, financial policy formulation and development. Devise and implement performance measures, conduct special cost studies, perform actuarial services, perform economic and regulatory analysis, assist with financial quality assurance efforts, perform benchmarking.

**SIN 874-1, INTEGRATED CONSULTING SERVICES** – Contractors shall provide expert advice and assistance in support of an agency's mission-oriented business functions. Services covered by this SIN include:

- Management or strategy consulting, including research, evaluations, studies, analyses, scenarios / simulations, reports, business policy and regulation development assistance and strategy formulation
- Facilitation and related decision support services
- Survey services, using a variety of methodologies, including survey planning, design, and development; survey administration;
- Data validation and analysis; reporting, and stakeholder briefings
- Advisory and assistance services in accordance with FAR 37.203

**SIN 874-7, INTEGRATED BUSINESS PROGRAM SUPPORT SERVICES** – Contractors shall provide services to assist agencies in managing their mission-oriented business projects or programs and achieving mission performance goals. Services covered by this SIN include:

- All phases of program or project management, from planning to closeout
- Operational/administrative business support services in order to carry out program objectives

## INSTRUCTIONS FOR PLACING ORDERS FOR SERVICES BASED ON GSA SCHEDULE HOURLY RATES

GSA provides a streamlined, efficient process for ordering the services you need. GSA has already determined that Vestige Consulting, LLC meets the technical requirements and that our prices offered are fair and reasonable. Agencies may use written orders; facsimile orders, credit card orders, blanket purchase agreement orders or individual purchase orders under this contract.

If your agency needs an outside source to provide professional services, follow these simple steps:

<b>Orders under the Micro-Purchase Threshold (\$3,500)</b>
<ul style="list-style-type: none"> <li>Select the contractor best suited for your needs and place the order.</li> </ul>
<b>Orders in-between the Micro-Purchase Threshold (\$3,500) and the Simplified Acquisition Threshold (\$150,000)</b>
<ul style="list-style-type: none"> <li>Prepare a SOW or Performance Work Statement (PWS) in accordance with FAR 8.405-2(b).</li> <li>Prepare and send the RFQ (including SOW and evaluation criteria) to at least <b>three</b> GSA Schedule contractors.</li> <li>Evaluate, and then make a "Best Value" determination.</li> </ul> <p><b>Note:</b> The ordering activity should request GSA Schedule contractors to submit firm-fixed prices to perform the services identified in the SOW.</p>
<b>Orders over the Simplified Acquisition Threshold (\$150,000)</b>
<ul style="list-style-type: none"> <li>Prepare the RFQ (including the SOW and evaluation criteria) and post on eBuy to afford all Schedule contractors the opportunity to respond, or provide the RFQ to as many Schedule contractors as practicable, consistent with market research, to reasonably ensure that quotes are received from at least <b>three</b> contractors.</li> <li>Seek price reductions.</li> <li>Evaluate all responses and place the order, or establish the BPA with the GSA Schedule contractor that represents the best value (refer to FAR 8.405-2(d)).</li> </ul> <p><b>Note:</b> The ordering activity should request GSA Schedule contractors to submit firm-fixed prices to perform the services identified in the SOW.</p>

### Developing a Statement of Work (SOW)

In the SOW, include the following information:

- Work to be performed,
- Location of work,
- Period of performance;
- Deliverable schedule, and
- Special standards and any special requirements, where applicable.

### Preparing a Request for Quote (RFQ)

- Include the SOW and evaluation criteria;
- Request fixed price, ceiling price, or, if not possible, labor hour or time and materials order;
- If preferred, request a performance plan from contractors and information on past experience; and include information on the basis for selection.
- May be posted on GSA's electronic RFQ system, e-Buy

For more information related to ordering services, go to <http://www.gsa.gov/schedules-ordering> and click "Ordering Information." Also see summary guidelines in the [Multiple Award Schedule \(MAS\) Desk Reference Guide, Ordering Procedures](#).

## **REQUIREMENTS EXCEEDING THE MAXIMUM ORDER**

In accordance with FAR 8.404, before placing an order that exceeds the maximum order threshold, ordering offices shall:

- Review additional schedule contractors' catalogs/price lists or use the "GSA Advantage!" on-line shopping service;
- Based upon the initial evaluation, generally seek price reductions from the schedule contractor(s) appearing to provide the best value (considering price and other factors); and
- After price reductions have been sought, place the order with the schedule contractor that provides the best value and results in the lowest overall cost alternative (see FAR 8.404(a)). If further price reductions are not offered, an order may still be placed, if the ordering office determines that it is appropriate.

Vendors may:

Offer a new lower price for this requirement (the Price Reduction clause is not applicable to orders placed over the maximum order in FAR 52.216-19 Order Limitations.)

- Offer the lowest price available under the contract; or
- Decline the order (orders must be returned in accordance with FAR 52.216-19).

A task order that exceeds the maximum order may be placed with the Contractor selected in accordance with FAR 8.404. The order will be placed under the contract.

Sales for orders that exceed the Maximum Order shall be reported in accordance with GSAR 552.238-74.



## BLANKET PURCHASE AGREEMENT

Ordering activities may establish BPAs under any schedule contract to fill repetitive needs for supplies or services. BPAs may be established with one or more schedule contractors. The number of BPAs to be established is within the discretion of the ordering activity establishing the BPAs and should be based on a strategy that is expected to maximize the effectiveness of the BPA(s). In determining how many BPAs to establish, consider:

- The scope and complexity of the requirement(s);
- The need to periodically compare multiple technical approaches or prices;
- The administrative costs of BPAs; and
- The technical qualifications of the schedule contractor(s).

Establishment of a single BPA, or multiple BPAs, shall be made using the same procedures outlined in 8.405-1 or 8.405-2. BPAs shall address the frequency of ordering, invoicing, discounts, requirements (*e.g.* estimated quantities, work to be performed), delivery locations, and time.

When establishing multiple BPAs, the ordering activity shall specify the procedures for placing orders under the BPAs.

Establishment of a multi-agency BPA against a Federal Supply Schedule contract is permitted if the multi-agency BPA identifies the participating agencies and their estimated requirements at the time the BPA is established.

Ordering from BPAs:

Single BPA. If the ordering activity establishes one BPA, authorized users may place the order directly under the established BPA when the need for the supply or service arises.

Multiple BPAs. If the ordering activity establishes multiple BPAs, before placing an order exceeding the micro-purchase threshold, the ordering activity shall:

- Forward the requirement, or statement of work and the evaluation criteria, to an appropriate number of BPA holders, as established in the BPA ordering procedures; and
- Evaluate the responses received, make a best value determination (see 8.404(d)), and place the order with the BPA holder that represents the best value.

BPAs for hourly rate services. If the BPA is for hourly rate services, the ordering activity shall develop a statement of work for requirements covered by the BPA. All orders under the BPA shall specify a price for the performance of the tasks identified in the statement of work.

Duration of BPAs. BPAs generally should not exceed five years in length, but may do so to meet program requirements. Contractors may be awarded BPAs that extend beyond the current term of their GSA Schedule contract, so long as there are option periods in their GSA Schedule contract that, if exercised, will cover the BPA's period of performance.

Review of BPAs:

The ordering activity that established the BPA shall review it at least once a year to determine whether:

- The schedule contract, upon which the BPA was established, is still in effect;
- The BPA still represents the best value (see 8.404(d)); and
- Estimated quantities/amounts have been exceeded and additional price reductions can be obtained.

The ordering activity shall document the results of its review.

## LABOR CATEGORY DESCRIPTIONS

In accordance with its standard commercial practices, **Vestige Consulting** may utilize the education/experience substitutions identified below when assigning personnel to work on a task order.

### Experience Substitutions Methodology:

High School Diploma + 4 years additional experience	Equals	Bachelors Degree
Bachelors Degree + 2 years additional experience	Equals	Masters Degree
Masters Degree + 3 years additional experience	Equals	Ph.D.

### Education Substitutions Methodology:

A Ph.D. may be substituted for three (3) years of required experience with a Masters Degree or five (5) years with a Bachelors Degree.
A Masters Degree may be substituted for two (2) years of required experience with a Bachelors Degree.
A Bachelors Degree may be substituted for four (4) years of required experience with a High School Diploma.

Acquisition Specialist I	
Minimum Education	Bachelors Degree
Minimum Experience	Five (5) years of experience
Functional Responsibilities	Responsible for the management of initiatives, developing acquisitions strategies for clients, offering training, and providing expertise in government contracting. Prepares and coordinates the development of documents related to the acquisitions process and interfaces with key stakeholders to ensure successful implementation.

Consultant I	
Minimum Education	Bachelors Degree
Minimum Experience	Six (6) years of experience
Functional Responsibilities	Under the guidance of a Program Manager, supports the execution of daily project tasks with minimum supervision. Leads one or more initiatives or workstreams to provide management and strategy consulting services to clients, including research, analysis, facilitation and decision support, and the development of detailed reports and briefings for clients. Implements activities within assigned workstream, using scoping, data analysis, benchmarking, and other related tools. May manage the development of project-specific databases or technology implementations, as required.

Consultant III	
Minimum Education	Masters Degree
Minimum Experience	Five (5) years of experience
Functional Responsibilities	Leads client interactions. Provides subject matter expertise across a wide scope of projects including finance, strategic consulting, and international development. Implements project tasks using scoping, data analysis, benchmarking, and other related tools. Leads project execution and quality assurance. May manage the development of project-specific databases or technology implementations, as required.

Cultural Advisor I	
Minimum Education	Bachelors Degree
Minimum Experience	Five (5) years of experience
Functional Responsibilities	Provides research and background to client on culture, economics, and politics of targeted country. Must be fluent in country's language(s) and possess excellent writing skill set in language, as well as English. It is important to be able to provide accurate, timely analysis on current events, and assist clients with other applicable projects as needed. Must be able to translate both oral conversations and written documents.

<b>Economist I</b>	
<b>Minimum Education</b>	Masters Degree
<b>Minimum Experience</b>	Four (4) years of experience
<b>Functional Responsibilities</b>	Solves complex strategic problems with predictive and behavioral analytics spanning computational economics, game theory, and sentiment analysis.

<b>Economist II</b>	
<b>Minimum Education</b>	Masters Degree
<b>Minimum Experience</b>	Five (5) years of experience
<b>Functional Responsibilities</b>	Delivers next generation data analytics and visualizations using agent based modeling, network analysis, econometrics, and system dynamics.

<b>Economist IV</b>	
<b>Minimum Education</b>	Masters Degree
<b>Minimum Experience</b>	Seven (7) years of experience
<b>Functional Responsibilities</b>	Provides subject matter expertise to guide all aspects of the limited technical assistance project, including the modeling efforts. Develops theories of intergovernmental conflict in regulatory policies for macroeconomic forecasting.

<b>Senior Economist I</b>	
<b>Minimum Education</b>	Ph.D.
<b>Minimum Experience</b>	Seven (7) years of experience
<b>Functional Responsibilities</b>	Develops macroeconomic policy and quantitative modeling of developing and transition countries. Develops macroeconomic CGE models to measure optimal fiscal policy, taxation, tariffs, trade and corruption.

<b>Senior Economist II</b>	
<b>Minimum Education</b>	Ph.D.
<b>Minimum Experience</b>	Eight (8) years of experience
<b>Functional Responsibilities</b>	Provides subject matter expertise to guide all aspects of the economic assessment, including modeling efforts. Delivers advanced behavioral and predictive analytics.

<b>Financial Analyst I</b>	
<b>Minimum Education</b>	Bachelors Degree
<b>Minimum Experience</b>	Entry-level position
<b>Functional Responsibilities</b>	Supports the execution of daily project activities. Supports research and analytic tasks, and may support the development of project-specific database implementations, as well as the generation of reports from that database.

<b>Financial Analyst II</b>	
<b>Minimum Education</b>	Bachelors Degree
<b>Minimum Experience</b>	One (1) year of experience
<b>Functional Responsibilities</b>	Supports execution of daily project activities including research and analytic tasks and development of reports and presentations. May support development of project-specific database implementations, as well as generation of reports from database. Provides management and logistical support on short- and long-term assignments.

<b>Financial Analyst III</b>	
<b>Minimum Education</b>	Bachelors Degree
<b>Minimum Experience</b>	Three (3) years of experience
<b>Functional Responsibilities</b>	Supports execution of daily project activities including research and analytic tasks and development of reports and presentations. May support development of project-specific database implementations, as well as generation of reports from database. Provides management and logistical support on short- and long-term assignments. Relies on strong previous work experience to add valuable contributions to project.

<b>Senior Financial Analyst I</b>	
<b>Minimum Education</b>	Bachelors Degree
<b>Minimum Experience</b>	Six (6) years of experience
<b>Functional Responsibilities</b>	Leads the developing of project-specific database implementation for a lender audit program using MS Access, including tables, queries, forms and macros, and Visual Basic. Performs analysis of financial statements, tracks the audit process, and analyzes prior audits by developing complex queries and screens to assist clients in generating reports and testing documents. This position will also lead training or development of collateral materials to ensure end-user understands and correctly utilizes the product.

<b>Principal Financial Analyst I</b>	
<b>Minimum Education</b>	Masters Degree
<b>Minimum Experience</b>	Eight (8) years of experience
<b>Functional Responsibilities</b>	Provides technical guidance and leadership to projects and programs. Formulates strategic financial plans, prepares cost estimates, and analyzes financing requirements. Assesses products and procedures for compliance with government standards, accounting principles, internal controls, and multi-tiered system application standards.

<b>Functional Expert I</b>	
<b>Minimum Education</b>	Bachelors Degree
<b>Minimum Experience</b>	Eight (8) years of experience
<b>Functional Responsibilities</b>	Possesses professional experience in information technology, finance, training, or strategic analysis in a specialty field related to client needs with substantial overseas experience. Minimum of three years of experience working with international donors, including proposal preparation, project management, and marketing.

<b>Senior Functional Expert I</b>	
<b>Minimum Education</b>	Bachelors Degree
<b>Minimum Experience</b>	12 years of experience
<b>Functional Responsibilities</b>	Possesses substantial professional experience in a field of specialization related to information technology, finance, training, or strategic analysis with significant overseas (OCNUS) experience. Experienced in working with systems of international donors, project managers, proposals, and marketing.

<b>Program Assistant I</b>	
<b>Minimum Education</b>	Bachelors Degree
<b>Minimum Experience</b>	One (1) year of experience
<b>Functional Responsibilities</b>	Assists in routine administration and backstopping assignments for projects or group initiatives. Addresses project financial and contractual obligations.

<b>Project Manager I</b>	
<b>Minimum Education</b>	Bachelors Degree
<b>Minimum Experience</b>	Five (5) years of experience
<b>Functional Responsibilities</b>	Responsible for maintaining close liaison with client and assuring that all products and services are delivered as agreed and on time to the client's complete satisfaction. Leads all project planning, communication, and monitoring / controlling efforts.

<b>Project Manager III</b>	
<b>Minimum Education</b>	Bachelors Degree
<b>Minimum Experience</b>	Seven (7) years of experience
<b>Functional Responsibilities</b>	Performs overall project management role at a high level. Directs planning and production of all contract support activities. Has authority and responsibility to identify and commit resources required to support program and ultimate responsibility for delivery of quality products and services.

<b>Senior Project Manager I</b>	
<b>Minimum Education</b>	Bachelors Degree
<b>Minimum Experience</b>	10 years of experience
<b>Functional Responsibilities</b>	Performs overall project or program management role at senior level. Directs planning and production of all contract support activities. Possesses authority and responsibility to identify and commit resources required to support program and ultimate responsibility for delivery of quality products and services. Provides an interface with client leadership and provides effective contract support.

<b>Director I</b>	
<b>Minimum Education</b>	Bachelors Degree
<b>Minimum Experience</b>	12 years of experience
<b>Functional Responsibilities</b>	Performs overall program management role at a highest level. Directs project managers in the execution of activities. Establishes and modifies management structure, as necessary, to direct effective contract support activities. Possesses authority and responsibility to identify and commit resources required to support program. Ultimately responsible for delivering quality products and services.

<b>Senior Technical Writer I</b>	
<b>Minimum Education</b>	Bachelors Degree
<b>Minimum Experience</b>	Eight (8) years of experience
<b>Functional Responsibilities</b>	Prepares operating instructions, training materials, and reports of a technical nature working under general direction and subject to deadlines and heavy workload. Combines reports and papers from several authors, determining the relationships of each component part to whole to produce final products that are clear, logically organized, and presented in a uniform style. Reviews complex and lengthy technical material and prepares written or oral summaries that are easily understood by non-technical audiences.

Vestige Consulting, LLC acknowledges that the Service Contract Act (SCA) is applicable to this contract as it applies to the entire Professional Services Schedule and all services provided. While no specific labor categories have been identified as being subject to SCA due to exemptions for professional employees (FAR 22.1101, 22.1102 and 29 CFR 541.300), this contract still maintains the provisions and protections for SCA eligible labor categories. If and/or when the Contractor adds SCA labor categories/employees to the contract through the modification process, the Contractor must inform the Contracting Officer and establish a SCA matrix identifying the GSA labor category titles, the occupational code, SCA labor category titles and the applicable WD number. Failure to do so may result in cancellation of the contract.

## BASE PERIOD GSA HOURLY RATES FOR SERVICES

SIN	Labor Category Title	11/15/16 – 11/14/17	11/15/17 – 11/14/18	11/15/18 – 11/14/19	11/15/19 – 11/14/20	11/15/20 – 11/14/21
ALL	Acquisition Specialist I	\$ 93.80	\$ 96.05	\$ 98.36	\$ 100.72	\$ 103.14
ALL	Consultant I	\$ 103.68	\$ 106.17	\$ 108.72	\$ 111.33	\$ 114.00
ALL	Consultant III	\$ 121.45	\$ 124.36	\$ 127.35	\$ 130.41	\$ 133.54
ALL	Cultural Advisor I	\$ 90.84	\$ 93.02	\$ 95.25	\$ 97.54	\$ 99.88
ALL	Economist I	\$ 118.49	\$ 121.33	\$ 124.24	\$ 127.23	\$ 130.28
ALL	Economist II	\$ 128.36	\$ 131.44	\$ 134.60	\$ 137.83	\$ 141.14
ALL	Economist IV	\$ 157.98	\$ 161.78	\$ 165.66	\$ 169.63	\$ 173.71
ALL	Senior Economist I	\$ 199.46	\$ 204.24	\$ 209.14	\$ 214.16	\$ 219.30
ALL	Senior Economist II	\$ 207.36	\$ 212.33	\$ 217.43	\$ 222.65	\$ 227.99
ALL	Financial Analyst I	\$ 55.41	\$ 56.74	\$ 58.10	\$ 59.50	\$ 60.93
ALL	Financial Analyst II	\$ 64.18	\$ 65.72	\$ 67.30	\$ 68.91	\$ 70.57
ALL	Financial Analyst III	\$ 74.06	\$ 75.83	\$ 77.65	\$ 79.52	\$ 81.42
ALL	Senior Financial Analyst I	\$ 104.09	\$ 106.59	\$ 109.15	\$ 111.77	\$ 114.45
ALL	Principal Financial Analyst I	\$ 172.75	\$ 176.89	\$ 181.14	\$ 185.49	\$ 189.94
ALL	Functional Expert I	\$ 139.89	\$ 143.24	\$ 146.68	\$ 150.20	\$ 153.81
ALL	Senior Functional Expert I	\$ 207.30	\$ 212.27	\$ 217.37	\$ 222.58	\$ 227.92
ALL	Program Assistant I	\$ 64.18	\$ 65.72	\$ 67.30	\$ 68.91	\$ 70.57
ALL	Project Manager I	\$ 98.74	\$ 101.11	\$ 103.54	\$ 106.02	\$ 108.57
ALL	Project Manager III	\$ 138.24	\$ 141.55	\$ 144.95	\$ 148.43	\$ 151.99
ALL	Senior Project Manager I	\$ 182.04	\$ 186.41	\$ 190.88	\$ 195.46	\$ 200.15
ALL	Director I	\$ 207.86	\$ 212.85	\$ 217.96	\$ 223.19	\$ 228.54
ALL	Senior Technical Writer I	\$ 148.21	\$ 151.77	\$ 155.41	\$ 159.14	\$ 162.96